

**CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.**

PERSONNEL BOARD
REGULAR MEETING

HRM CONFERENCE ROOM
1401 MARINA WAY SOUTH

**AUGUST 25, 2005
MINUTES**

The meeting was called to order by Chairperson Sidwell at 7:10 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chair
Lewis West
Karen Ortega
(vacancy)

Absent: Jodi Lines

In Audience: Leslie T. Knight, Human Resources Mgmt.
Cathy Carlin, Human Resources Mgmt.
Juan Phelps, Human Resources Mgmt.
Sue Hartman, Information Technology
Michael Banks, Fire
James Goins, Finance

1. APPROVAL OF MINUTES

a. Regular Meeting of August 26, 2004

Board Member Karen Ortega made motion to approve the August 26, 2004 minutes as distributed; Board Member Joanne Sidwell seconded. Item was approved by the following vote: AYES: Mrs. Ortega and Ms. Sidwell; ABSTAIN: Mr. West; ABSENT: Ms. Lines.

(It is noted that this particular item was approved with only two votes as it will not be possible to get appropriate three Board Members together later.)

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b. Regular Meeting of March 24, 2005

Board Member Lewis West made motion to approve the March 24, 2005 minutes as distributed; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega and Mr. West; ABSTAIN: Ms. Sidwell; ABSENT: Ms. Lines.

(It is noted that this particular item was approved with only two votes as it will not be possible to get appropriate three Board Members together later.)

2. APPROVAL OF: (A) THE ESTABLISHMENT OF THE LEAD TELEPHONE/RADIO SPECIALIST CLASSIFICATION SPECIFICATION; AND (B) THE REVISIONS TO THE TELEPHONE/RADIO SPECIALIST CLASSIFICATION SPECIFICATION

Cathy Carlin, Principal Personnel Analyst (temporary), spoke before the Board on behalf of the Information Technology Department. In accordance with a request from the Interim Information Technology Program Director, a new classification of Lead Telephone/Radio Specialist is being proposed. As the City's technology is constantly evolving, the Director anticipates a need for a lead person in the City-wide telephone and radio system. This lead position would be more involved in the project planning and enhancements that are being proposed for the City's current telecommunications infrastructure. The position would also be responsible for the more complex operations and planning, assigning and reviewing the work of others but still performing the day-to-day duties of the classification. In addition, the current Telephone/Radio Specialist job description is being updated for current telecommunications language and equipment.

The recruitment for this position will be promotional and both incumbents in the current Telephone/Radio Specialist classification may compete. This position will be represented by Local 790 and the union was advised of these recommendations. Sue Hartman, Interim Information Technology Program Director, was available in the audience to answer questions from Board Members.

Board Member Lewis West made motion to approve (A) the establishment of the Lead Telephone/Radio Specialist classification specification and (B) the revisions to the Telephone/Radio Specialist classification specification; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega, Mr. West and Ms. Sidwell; ABSENT: Ms. Lines.

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Leslie asked that the next item be moved up on the agenda.

4. APPROVAL OF THE ESTABLISHMENT OF THE HUMAN RESOURCES PERSONNEL OFFICER CLASSIFICATION SPECIFICATION

Leslie Knight, Assistant City Manager/Human Resources Management Director, spoke before the Board on behalf of the Human Resources Management Department. With the retirement of the previous Human Resources Management Director, and subsequent appointment of a new Director, there has been an opportunity to review the operations of the Human Resources Management Department and to effectuate changes that fully utilize the capabilities of staff and increase efficiency. As part of the reorganization, a Human Resources Personnel Officer is needed to assist in overseeing human resources programs, staff and activities. This will allow the Assistant City Manager/Human Resources Management Director to assist the City Manager and City Council by handling additional assignments and projects on an as-needed basis, in addition to directing the operations of the Human Resources Management Department.

The position of Human Resources Personnel Officer is being created in order to provide better customer service to the citizens of the City of Richmond, the employees and the operating departments. This position will function in an assistant director role and will be expected to manage and supervise the day-to-day operations in one or more assigned program areas, and function with considerable independence, managing assigned programs and activities in accordance with guidelines and policies established by the Human Resources Management Director. The addition of the Human Resources Personnel Officer position will allow the Department to focus on several on-going outstanding issues and projects.

It is important to exempt this classification from the classified system as this individual will be involved in resolving complex, controversial, sensitive and confidential issues and problems. In addition, this individual will be involved in programs and activities which have a high level of legislature, executive and public interest.

Board Member Karen Ortega made motion to approve the establishment of the Human resources Personnel Officer classification specification; Board Member Lewis West seconded. Item was approved by the following vote: AYES: Mrs. Ortega, Mr. West and Ms. Sidwell; ABSENT: Ms. Lines.

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3. APPROVAL OF THE REVISIONS TO THE FIREFIGHTER AND FIREFIGHTER TRAINEE CLASSIFICATION SPECIFICATIONS

Juan Phelps, Senior Personnel Analyst, spoke before the Board on behalf the Fire Department. The Interim Fire Chief has requested that the classification specifications for Firefighter and Firefighter Trainee be revised for the inclusion of the Emergency Medical Technician (E.M.T.) Certification as an additional employment prerequisite. The current classification specifications for Firefighter and Firefighter Trainee require only a California Drivers' License and high school graduation. However, the Fire Department has traditionally limited their hiring of entry level personnel to individuals who possess a current E.M.T. Certification. This is a minimum requirement before an individual can fully assume the duties of a Firefighter. Additionally, the required course work for this certification requires approximately six months for completion. The addition of this certification requirement will result in a cost savings to the City by reducing Firefighter Trainee time in the recruit academy -- thereby reducing overtime costs required of fully trained Firefighters currently on staff. The Human Resources Management Department would also realize a significant savings with regard to the costs associated with the administration of the examinations associated with positions under these classification titles.

In addition, Fire Departments in Contra Costa County and throughout the State require this certification and many require paramedic certification as well. The Fire Chief has advised staff that requiring this certification will not adversely affect the diversity of the applicant pool as training for this certification is accessible at all of the Junior Colleges in the County and many Firefighter/Firefighter Trainee applicants are currently in possession of this certification. In addition, this requirement is also generally known by those wishing to pursue a career in the Fire Service. The addition of this requirement has been discussed with Local 188 and they are agreeable to it. Michael Banks, Interim Fire Chief, was available for questions from the Board Members.

Board Member Lewis West made motion to approve the revisions to the Firefighter and Firefighter Trainee classification specifications; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega, Mr. West and Ms. Sidwell; ABSENT: Ms. Lines.

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5. APPROVAL TO: (A) ABOLISH THE CURRENT BUYER AND BUYER I/II CLASSIFICATION SPECIFICATIONS; AND (B) ESTABLISH NEW BUYER I CLASSIFICATION SPECIFICATION

Cathy Carlin, Principal Personnel Analyst (temporary), spoke before the Board on behalf of the Finance Department. The Buyer I/II classification specification was approved by the Personnel Board at its February 24, 2005, meeting. The classification was placed in the management bargaining unit. Since those actions, SEIU Local 790, representing the General Employees Bargaining Unit, has raised a unit determination issue with the City regarding the new classification. At the time the new classification of Buyer I/II was created, there existed a "Buyer" classification with one incumbent located in the Housing Authority. The new classification of Buyer I/II was created together with the Senior Buyer classification in order to establish a professional purchasing series. SEIU Local 790 subsequently questioned the allocation of the Buyer I/II classification to the management bargaining unit because the Buyer classification had been represented by Local 790 since at least 1979.

The Human Resources Management Department has consulted with the City's public employment law attorneys, SEIU Local 790, and the Finance Department and is recommending the following actions: (a) abolish the old Buyer and Buyer I/II classification specifications; and (b) establish a new classification specification of Buyer I incorporating the "Definition," "Class Characteristics," and "Examples of Duties" sections of the Buyer I and the "Minimum Qualifications" section of the Buyer.

If these actions are approved by the Board, staff will recommend to the City Council that the Buyer I classification be assigned to the General Employees Bargaining Unit (SEIU Local 790) at Salary Range #52, \$4391 - \$5316 per month; the same range as that of the current Buyer classification. SEIU Local 790 has no objection to this proposal. Staff will prepare a new Buyer II classification specification for the Board's review/approval at a subsequent meeting. Mr. James Goins, the new Finance Director, was available in the audience for questions from Board Members.

Board Member Lewis West made motion to approve (a) abolishing the current Buyer and Buyer I/II classification specifications, and (b) establishing a new Buyer I classification specification; Board Member Karen Ortega seconded. Item was approved by the following vote: AYES: Mrs. Ortega, Mr. West and Ms. Sidwell; ABSENT: Ms. Lines.

Leslie Knight took the opportunity to introduced James Goins, the new Finance Director, to Board Members before he left the room. Also, Lisa Carter was introduced as Leslie's new Administrative Secretary (whom transferred over from the Finance Department).

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6. PUBLIC COMMENT

a. Administrative Chief *Informational Purposes Only*

Leslie Knight presented this informational item to the Board Members on behalf of the City Manager's Office. The previous organizational structure of the City had three Assistant City Managers reporting to the City Manager. They were over: (a) Administrative Services including Library, Recreation & Parks, and Public Services; (b) Budget and Financial Services; and (c) Community and Economic Development. The City Manager has reorganized the organizational structure to provide for one Assistant City Manager, who also has management responsibility for the Human Resources Management Department, with a larger number of departments directly reporting to the City Manager. The addition of an Administrative Chief will provide executive level research, analysis and coordination of services in support of the City Manager's Office.

The reduction of two Assistant City Managers has created the need for a high level administrative support person for the City Manager. This Administrative Chief position would serve as a liaison between the City Manager and departments to expedite requests and to monitor projects. The incumbent would also serve to analyze complex issues and programs, make recommendations for actions, and assist in policy and procedures development and implementation.

Joanne Sidwell, Chair of the Personnel Board, acknowledged Karen Ortega's resignation from the Personnel Board. Members and staff thanked Karen for her years of support and service. Joanne advised members and staff to encourage any one interested to apply for the Personnel Board as we are down to "bare bones" (only three members left).

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,



LESLIE T. KNIGHT
ASST. CITY MANAGER/H.R.M. DIRECTOR